

## **SIGN PERMIT**

**The following is needed in all districts for a sign application:  
(See Section 7.4 of the Unified Development Ordinance for specifics.)**

### Fees

- ☐ 1. Building permit and fee. The fee is based on the valuation of the sign.
- ☐ 2. \$25 Plan Review Fee (unless in one of the special districts addressed below).

### For Freestanding Signs:

- ☐ Site Plan - Be sure to include to engineering scale:
  - 1. Frontage - What is the length of the property line along the roadway to which the sign is oriented?
  - 2. Location of proposed sign on site.
  - 3. Distance from the curb to the front edge of the proposed sign.
- ☐ Sign Graphic - Be sure to include to engineering scale:
  - 1. Sign Height.
  - 2. Square Footage of the sign - The area of a freestanding sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines that fully contain all extremities.

### For Attached Signs (including all banners):

- ☐ Pictures or Graphics that show where the signs will be placed on the building and where all current signs are on the building. Signs may not be 12" or more above the roofline or protrude out from the building more than 12".
- ☐ Square Footage of the sign and all existing signs on the building- The area of an attached sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines which fully contain all extremities. The allowed area of attached signage is equal to 2 square feet of area for every one linear foot of the main entry façade of the building or lease space, not to exceed 500 square feet in area.

**There is additional information required for signage in the Wolf Pen Creek (WPC), Northgate (NG), and Overlay Districts (O-V). Approval for signs in each of these areas (not including the OV district) is by the Design Review Board. Refer to Section 5.6 Design Districts of the Unified Development Ordinance for design district sign requirements.**

**All signs in the College Station Business Center must be approved by The Business Center. Additional signage requirements may be found in the Business Center's Covenants and Restrictions.**

### Additional submittal requirements for signage in WPC, NG, O-V and the City's Business Center

- ☐ 1. Special District Sign and Façade Application and Fee, if signage is not submitted with a site plan.
- ☐ 2. Color samples.
- ☐ 3. Elevation drawings that depict placement of freestanding and/or attached signage.